

**TRAINING OFFICER I***Employment Opportunity**The Board of Prison Terms is an Equal Employment Opportunity Employer***JOB LOCATION**

Position is located at the  
Board of Prison Terms  
1515 K Street  
Sacramento, CA 95814

**POSITION STATEMENT**  
**(Limited Term – 24 months)**

Under the general direction of the Chief of the Investigations Division, the Training Officer I (TO I) is a working Lead responsible for the management, design, development, and coordination of comprehensive training programs for a newly established training unit. Training programs include management, supervisory, professional and technical training, and specialized training for various civil service classes including sworn peace officers.

Responsibilities include: 1) Develop training unit manuals, policies and procedures and budgets to support training courses; 2) Identifying and implementing courses to meet departmental and governmental mandates; develop course curriculum; 3) Ensure that all courses are conducted in accordance with State mandates, any labor contract provisions and CPOST/POST standards of performance; 4) Secures and contracts for training facilities and student/instructor accommodations; on-site course coordination; acquires and maintains audio/visual aids and equipment; prepares classrooms; 4) Coordinate student enrollment and track student training; 5) Evaluates course materials, instructor presentations and curriculum development and makes revisions as required; 6) Contract and schedule instructors, ensuring that all contractor agreements are adhered to and that course objectives are met; 7) Design courses in various training methods; 8) On occasion, may instruct courses; 9) Design and evaluate individual employee development plans; 10) Coordinate annual firearm range qualifications and annual weaponless defense requirements. 11) Maintains and inventories armory supplies and equipment.

Must be able to effectively communicate and possess good judgment when interacting with the public and corrections/law enforcement officials. Some courses will be held within correctional facilities. **Travel will be required.**

**SALARY**

\$4111.00 - \$4997.00

**DESIRABLE QUALIFICATIONS**

- Demonstrated knowledge of adult learning principles, knowledge of governmental policies and procedures relating to mandated training.
- Knowledge of computer software used for training. Ability to address a variety of challenges in a fast-paced and changing environment. Ability to think independently and make appropriate decisions in the face of unforeseen developments.
- Leadership team experience demonstrating leadership, creativity, flexibility, and sound judgement.
- Well developed oral and written communication skills and strong interpersonal skills. Strong ability to cultivate effective working relationships with others.
- Awareness of the organization, mission and values of the Board of Prison Terms.
- Experience in range, and weaponless defense training.

**FINAL FILING DATE**

**January 17, 2005**

**SEND APPLICATION TO**  
**Board of Prison Terms**  
**1515 K Street**  
**Sacramento, CA 95814**

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Training and Development assignments will also be considered. Please indicate your eligibility for this classification on the state application. Applicants are required to submit a State Application (Form 678) by the final filing date January 17, 2005.

**FOR ADDITIONAL INFORMATION CONTACT Toni Pacheco at 916-327-1095**

THE BOARD OF PRISON TERMS IS AN  
 EQUAL EMPLOYMENT OPPORTUNITY  
 EMPLOYER TO ALL REGARDLESS OF AGE,  
 RACE, COLOR, CREED, NATIONAL ORIGIN,  
 ANCESTRY, SEX, MARITAL STATUS,  
 DISABILITY, RELIGIOUS OR POLITICAL  
 AFFILIATION OR SEXUAL ORIENTATION